

Quick DMP Checklist



UCT DMP

About the Tool

The UCT DMP platform is UCT's customised instance of the Digital Curation Centre's DMPonline tool, running on DMProadmap code.

This UCT-hosted platform allows users to create data management plans based on our custom-created templates, containing guidance, examples and suggested answers.

Create your DMP today:
<https://dmp.lib.uct.ac.za>

For DMP queries contact:
yaqub.ebrahim@uct.ac.za



Administrative Information

Create an outline of your research project and identify all involved parties by including basic details

- Project title
- Project summary
- Researcher ID
- Funding agency



PLAN & DESIGN

Data Security & Confidentiality

Are there are legal issues pertaining to my data?

- Is my data sensitive or at risk?
- Do I need restrictions on my data?
- Do I need encryption or password controlled access?
- Do I need ethical clearance?



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Data Collection & Generation

Consider these questions for data collection:

- Qualitative or Quantitative?
- What methods will I be using?
- Are there community data standards I should use?



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Data Sharing & Open Access

How will the rest of the world access it? Think about:

- Who owns the data?
- Can the data produced be re-used and shared?
- How will my data be shared and under which license?
- Which repositories will I store my data in for others to access?



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Data management, Documentation and Curation

What about the future of your data? Ask yourself:

- How will I store and back up my data?
- What are my plans for long-term archiving?
- What metadata standards will I use to describe my data?



PLAN & DESIGN

What is a DMP?

A data management plan (DMP) is a formal document that outlines how data will be managed during a research project, as well as after the project's completed.

This checklist is a guideline to help researchers plan for their data using best practices.

It covers the most common sections needed for completing a DMP.



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